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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: NOV 18 1954

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Washington Depot: (continued item)

(1) The physical count of Ordnance material will be completed by Friday, 19 November 1954. ✓

(2) The contemplated movement of Ordnance material from the Butler Building into the main structure has been scheduled for 20 November 1954.

(3) Preliminary discussions have been held among the Division representatives concerned relative to the rehabilitation of Ordnance items for which tentative requirements have been established. This program will be placed in effect upon completion of the current Ordnance inventory.

b. Supply Training: (continued item)

(1) Four members of the Supply Division are scheduled to attend the TSS Item Familiarization Demonstration scheduled for 17 November 1954.

(2) The Supply Division phase of the Fifth Logistics Support Course commenced on 15 November and will continue in the headquarters area through 26 November. Eighteen students are attending this phase.

(3) Two members of the Division visited an Ordnance Depot to study methods of packaging and preservation.

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

(1) The final section of the volume on Ordnance material is scheduled for completion at the end of the next reporting period. Distribution of the entire volume will then be made.

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(2) Electrical Wire, and Power and Distribution Equipment: Panels have been received from Reproduction. The negatives were proof-read and returned to Reproduction along with the Introduction and Illustrated section.

(3) The typing of panels for the section on Electrical Connectors is progressing satisfactorily. Upon completion of the above, revisions to stock status cards will be scheduled.

(4) The proof copy of Group 75, Office Supplies, is still being prepared by Reproduction. The revisions of stock status cards has been completed.

(5) The next scheduled area for work to be accomplished is Group 74, Office Machines.

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b. [REDACTED] (continued item)

An additional quantity of material contained in 82 cases and weighing approximately  $7\frac{1}{2}$  tons has been processed for shipment at the Washington Depot.

c. Requirements Forecasts: (continued item)

The tabulation of items have been received from all Area Division, with the exception of EE Division. A representative of EE Division has been contacted and has advised that this tabulation will be forwarded shortly.

d. Supply Regulations: (continued item)

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e. Strategic Reserve Requirements: (continued item)

(1) Comments on studies relative to Strategic Reserve Requirements (small arms) and ammunition have not been received from DD/P (Admin.).

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(2) A cable from [REDACTED] has been received requesting disposition and shipping instructions for a large quantity of Ordnance material. A reply is being initiated.

(3) A review is being made of items in the Strategic Reserve Requirements for which dues-in are established to determine if any portion of dues-in should be cancelled.

f. Emergency Stockpile of Special Ordnance Items: (continued item)

The Chief of Logistics has concurred in the memorandum of understanding and the procedure for handling the stockpile. All papers have been forwarded to the Office of Training for their concurrence. Upon receipt of concurrence from the Office of Training, papers will be forwarded to the Deputy Director (Administration) for approval.

3. OTHER ITEMS OF INTEREST

a. Rush Shipments: (continued item)

There were no rush shipments coordinated during this reporting period.

b. Special Ordnance Material: (continued item)

(1) The performance test on the [REDACTED] has been completed but the recapitulation of result has not been finalized as yet.

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(2) The testing and evaluation of the new [REDACTED] is still in progress. The samples of the new replacement parts have been received from the factory and a series of tests will be run to prove acceptability.

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(3) Work orders are being prepared to rehabilitate the [REDACTED] material recently received at an ordnance installation.

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c. Office of Communications Strategic Reserve Program: (continued item)

Work is progressing on the writing of specifications for containers and packaging materials of the "two position station" portion of the program.

d. Special Project for FE Division: (new and completed item)

Advice has been received that processing of material for this project

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was completed on 16 November 1954. The requirement dates for shipment and receipt of this material have now been made firm and all paper work and arrangements have been accomplished. Information received was that a port call for this material was made on 12 November 1954.

e. Building Supply Room Hours: (new and completed item)

New Building Supply Room hours were effected on 15 November. Signs displaying the "hours for business" have been posted in appropriate areas. These new hours will improve the reordering and restocking operations of the Building Supply Rooms. ✓

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f. Inventory - [REDACTED] (new and completed item)

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The Supply Division personnel assigned to inventory, rewarehouse, and install Supply procedures at [REDACTED] have returned. Due to the shortage of typist at that installation, Stock Record Cards are being prepared by this Division.

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g. [REDACTED] Warehouse: (new and completed item)

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(1) Standard Form 44 - Recently, representatives of the [REDACTED] Warehouse attended a meeting in the Office of the GSA Regional Comptroller for the purpose of discussing the use of Standard Form 44, "Small Purchases". Form 44 can now be used by [REDACTED] Warehouse when the monetary value of materials to be purchased is not in excess of \$100.00 per requisition. Formerly, the monetary limitation per requisition was \$50.00. This increase will reduce the processing of regular requisitions between [REDACTED] Warehouse and the GSA Regional Offices.

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(2) Information has been received from the Regional Office that [REDACTED] Warehouse has verbal approval from the Chief of the local fire department to store ammunition in the vaulted area at this warehouse.

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h. Storage of Ammunition at [REDACTED]: (new and completed item)

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A memorandum to Chief [REDACTED] has been prepared advising him that, at the present time, it is not contemplated utilizing the warehouse for long term storage of ammunition, but only as a temporary storage of special commodities of a hazardous nature being transhipped through the [REDACTED].

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1. Special Reports for Stock Management: (new and completed item)

(1) The Quarterly Issue Analysis Report developed by Stock Management in conjunction with Machine Records Division has proved to be far superior to the previous report utilized for this purpose. The new report has been approved by Machine Records Division and Stock Management Section and will be a regularly scheduled report to be prepared on a quarterly cycle as of close of business as of the end of each calendar quarters.

(2) The Stock Replenishment Report was developed by Machine Records Division and Stock Management Section personnel to make available to Stock Management a list of the items which require replenishment action as a result of a prior analysis of stock status reports. This report, eliminates the need for performing two separate reviews of stock status reports, one for revision of levels and the second for preparation of replenishment requests.

j. Document Processing Time: (new and completed item)

(1) A recent survey of document processing time covering a two-week period reveals the following:

(a) Average time to process requisitions -  $3\frac{1}{2}$  working days.

(b) Average time to process receiving documents in Washington Depot - 2 working days; from [REDACTED] - 4 working days.

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(c)  $7\frac{1}{2}\%$  of stock items requested were back-ordered due to non-availability.

4. MAJOR PROBLEMS

None

5. MAJOR OBJECTIVES

Refer to Supply Division memorandum dated 18 October 1954, for the "Quarterly Summary of Office Objectives".



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LO/SD/[REDACTED] dmj:adeg (18 Nov. 1954)

Distribution:

5 - Addressee

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